



Assistant City Controller

CITY OF LONG BEACH
EMPLOYMENT OPPORTUNITY



THE COMMUNITY



Ideally located on the Pacific Ocean adjacent to Orange County and south of Los Angeles, the City of Long Beach, California (population 469,428) is frequently described as a series of diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries. While it offers all the amenities of a large metropolis, Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness. Long Beach is the seventh largest city in California, and has been referred to as the “most diverse city” in the country. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of 14 City departments, excluding those under the direction of a Board, Commission, or a separately elected official. In addition to its traditional services, Long Beach maintains one of the world’s busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport, and Gas and Oil operations, and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY2014-15 budget of approximately \$3 billion, with the General Fund budget totaling \$419 million. More than 5,800 full and part-time employees support municipal operations.



THE DEPARTMENT AND BUREAU

The Department of Financial Management administers the financial affairs of the City of Long Beach and provides related services to citizens, elected officials, and City departments. The Department manages the City’s revenues, expenditures, purchasing, accounting, budgeting, investments, cash management, and debt issuance and management. With approximately 240 employees, the Department includes the following Bureaus: Administrative Services, Accounting, Budget Management, Commercial Services, City Treasurer, Business Services, Fleet, and the new Financial Controls Bureau.

The Department is a team committed to quality and improving the City’s financial management and controls. They believe in dependable and efficient customer service delivered in a helpful, timely and responsive manner. They strive to provide effective leadership through innovative solutions consistent with professional and legal standards, personal integrity and the public trust. Department goals include: 1) ensuring the safety and security of the City’s assets; 2) providing the financial resources necessary to support the goals and operations of City departments; 3) developing sound financial policies and strategies; and 4) actively supporting the local business economy.

The Assistant City Controller is part of the Accounting Bureau, which is one of the largest bureaus in the Department with 34 budgeted positions. The bureau is responsible for a full range of accounting activities including financial reporting, payroll, management of the accounting and payroll system, grants, capital projects, accounts payable, and various special projects.

The Department is focused on enhancing the efficiency and effectiveness of the City's accounting operations. Using technology and the tenets of LEAN government, the effort involves the review of existing processes, finding the appropriate balance between controls and efficiency, and the development of new processes, policies and controls. This is a long-term effort coinciding with the decentralization of many accounting functions and the selection and implementation of a new ERP system. To assist in this effort, the Department is also committed to staff training and development.

THE ASSISTANT CITY CONTROLLER

The Assistant City Controller is a key management position in the Department. As a primary source for the interpretation, evaluation and implementation of new and existing accounting regulations, legal requirements, and policies, this position plays a unique role in shaping finance operations of one of the largest cities in the country.

This is one of two at-will Assistant City Controller positions. The selected individual will directly supervise a team of 13 personnel made up of both professional and support staff, and will manage key functions of the bureau including general accounting, capital grants and projects, tidelands, managing the annual audit. This position is also responsible for the compilation of the annual financial report, a project in which all members of the bureau participate. The other Assistant City Controller manages a different set of bureau operations, which includes payroll.

This position serves as a liaison with departments and outside agencies and works with City departments to resolve sensitive and controversial issues. Communication and interactions are common with department heads, managers, and other key individuals within and outside the City. As part of the bureau's management team, the Assistant City Controller participates in the development and implementation of goals, objectives, policies and priorities for assigned programs, and recommends, develops and administers Department and Citywide policies and procedures.

Typical duties of the position include, but are not limited to:

- Develops project plans and manages significant accounting related projects such as CAFR preparation and compilation, Single Audit, Annual Audit, and various state and federal reports.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within Departmental policy, appropriate service and staffing levels.
- Ensures that work is performed in accordance with City policies and Generally Accepted Accounting Principles (GAAP). Provides interpretation and decisions on applicable codes, rules, regulations and accounting procedures; interprets and implements new accounting standards; establishes policies, procedures and monitoring programs.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends, develops and administers policies and procedures.
- Plans, directs, coordinates and reviews the work plan for accounting staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

- Selects, trains, motivates, mentors and evaluates assigned personnel; provides or coordinates staff training; works with employees to improve skills, performance and overall service delivery requirements.
- Provides support, training and direction to other staff and departments regarding finance and accounting matters; coordinates Citywide training on accounting and administration processes, procedures and techniques, including providing training on systems and programs; disseminates information to departments.
- Assists in forecasting revenues; develops financial forecast models; prepares monthly financial statements and reports; monitors cash balances to ensure adequate cash; maintains budgetary control records; analyzes reserves.
- Implements office automation strategies; assists in the preparation of reports and presentations on current fiscal issues for City Council, community groups and regulatory agencies; develops and maintains records, statistics and reports on financial activity.
- Attends and participates in meetings; maintains awareness of new trends and developments in the field of accounting, including legislation, court rulings, and professional practices and techniques; incorporates new developments as appropriate.
- Directs special projects.

THE SUCCESSFUL CANDIDATE

The Assistant City Controller position presents a valuable growth opportunity for an accounting professional with supervisory experience, a strong foundation in accounting principles, and an ability to develop innovative and appropriate solutions and processes. Working alongside the City Controller and another Assistant City Controller, the candidate will be part of a management team that offers mutual support in shaping City policy, developing staff, and overseeing the key functions of the bureau. We are seeking candidates who are enthusiastic, knowledgeable, and ready for new challenges to advance their career and improve Accounting operations in a diverse City.

Education and Experience

- Graduation from an accredited college or university, with a bachelor's degree in accounting, finance, business administration or a closely related field.
- Four years of progressively responsible experience in financial management, including experience in accounting and two years of supervisory responsibilities.
- Desirable qualifications include: a masters in Business Administration (MBA); Certified Public Accountant (CPA); experience preparing a CAFR; experience implementing GAPP and/or project management experience similar to managing an organization's annual audit, single audit, or annual financial report preparation processes.
- While experience with a California general purpose local government would be a plus, candidates from all geographic areas will be considered.

Knowledge, Skills and Abilities

The selected candidate should have thorough knowledge of the principles, procedures and techniques of accounting for general government, grant programs and special projects. In addition, he/she should have knowledge of applicable business practices; adequate controls; public administration; City procedures and regulations; and federal and state regulations as they pertain to the grants and projects under the Bureau's responsibility. An ability to balance the needs of accounting for GAAP purposes with the need for an accounting system that meets budgetary and management needs is very desirable.

Desired technical and project management skills include being/having: an analytic, common sense approach to problem solving; technically and tactically proficient, with an ability to apply knowledge to real life situations; an experienced project manager who understands the need for the development of a flexible plan for completing a project; a sense of urgency; and experience implementing or upgrading an ERP system.

In addition, desired leadership and communication skills include being/having: strong written and oral communication skills; not afraid to express disagreement with his/her supervisor; comfortable expressing views, ideas and approaches; an ability to present to both small and large groups; able to deal tactfully and effectively with employees, public officials and the general public; confident in his/her abilities and intelligence, but recognizes that it is still possible to learn from others; able to earn the cooperation, trust or buy in from others within the Bureau, Department or City; and someone who takes ownership and, when appropriate, makes independent decisions and keeps work moving forward.

Finally, desired supervisory and team building skills include being able to: seek the opportunity to learn and the opportunity to teach; both develop teams and participate within a team; gain satisfaction through the development of subordinate staff; and understand when to take on a leadership role and when to mentor and allow others to lead.

Management Style and Personal Traits

The ideal candidate will have a big picture/management perspective and will be technically proficient while able to communicate in lay terms. In addition, he/she should be flexible, but know what cannot be done; a patient leader; a teacher; and someone who earns the trust of others.

COMPENSATION + BENEFITS

The annual salary range for this position is expected to be in the \$110,000 to \$130,000 range. In addition, benefits are provided which include:

- Vacation (12 days after one year of service, 15 days after four years and six months of service, and 20 days after 19 years and six months of service);
- Holidays (nine designated days plus four floating personal holidays per year);
- Sick leave (one day earned per month with unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums or retirement service credits);
- Executive leave (five days per year);
- Bereavement leave (three days for death or critical illness of a family member or domestic partner plus three days of accrued sick leave if needed);
- Health insurance (choice of one HMO or one PPO plan, with the City paying the major portion of the premium for employee and dependents);
- Dental insurance (two plans available for employee and dependents);
- Disability insurance (City-paid short- and long-term disability insurance benefits);
- Life insurance (City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000 in additional to \$20,000 term life);
- Management physical (annual City-paid physical examination);
- Automobile allowance; and deferred compensation available through ICMA Retirement Corporation.
- Retirement through the California Public Employees' Retirement System (CalPERS), coordinated with Social Security. 2.5% at 55 plan for classic employees (prior or current CalPERS or reciprocating agency members with a 60 month or more break in service); 2.0% at 62 plan for new employees/new CalPERS members and for prior CalPERS or reciprocating agency members with a 6-month or more break in service, subject to limitations set by PEPR.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

APPLICATION PROCESS

This recruitment will close at **5:00 p.m. on Monday, August 10, 2015**. The recruitment may be extended if sufficient qualified applications are not received. To be considered for this opportunity, please submit a cover letter and resume in Microsoft Word or Adobe PDF format to **daniel.casey@longbeach.gov**. Include the recruitment code **FM15-019** in the subject line of your email.

Following application screening, the most qualified applicants will be requested to complete and submit answers to supplemental questions, a list of three professional references, and a salary history. The City anticipates inviting a small group of candidates for interviews. An appointment is contingent upon the completion of a thorough reference and background check. References will not be contacted until the end of the process upon consultation with the selected candidate.

This information is available in an alternative format by request to the Personnel Services Division at (562) 570-5486. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request it when submitting your application, or call (562) 570-5486.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.